



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

POSITION: STAFF SERVICES ANALYST, FPPC
325-300-5697-007

1-Position

DIVISION: TECHNICAL ASSISTANCE DIVISION

SALARY: \$2817-\$4446

**FINAL FILING
DATE:** UNTIL FILLED

Duties and Responsibilities:

Under the supervision of the Assistant Division Chief, performs responsible technical and analytical work. Duties require analytical ability, proficient writing skills and the ability to work independently to develop, implement and maintain a standardized procedures manual.

Prepare new and amended conflict-of-interest codes to ensure that agencies are completing the necessary documentation required under the Political Reform Act.

This requires the incumbent to work independently and have a comprehensive knowledge of agency and governmental procedures.

Review and analyze conflict-of-interest codes to ensure that designated employees are properly identified and the scope of their reporting is tailored to the appropriate decision making duties. Must have excellent communication and analytical skills as each agency is unique in its management structure. In addition, the incumbent must possess a solid understanding of government processes and the role of multi-county agencies.

Other duties include assisting in the compilation of behested payment reports, local campaign ordinances and other research projects as may arise.

Prepare the biennial review program for state and multi-county agencies. This includes the development of informational materials and Power Point programs used to communicate with affected agencies.

Who May Apply:

The applicant must be reachable on a current employment list or be a current or former State employee with transfer or reinstatement eligibility for this classification. All applicants must clearly indicate their basis for eligibility on the State application. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

Where to Apply:

If you wish to be considered for the position, please forward a State application (STD. 678) and resume to:

Fair Political Practices Commission
Staff Services Analyst, TAD
428 J Street, Suite 620
Sacramento, CA 95814

Contact: Jessica Estante, (916) 327-8692

07/14/08